



DIAB Procedure for Management Review

POLICY: DIAB will seek support and direction from higher management to ensure the continuing effectiveness of its programs. Management Reviews provides an opportunity for management to review DIAB's progress and to assess program status.

1. Purpose

The purpose of this document is to set forth the procedures for carrying out and documenting the Management Review of the DIA Branch accreditation program and process verified program. It also sets forth the practices that will be used to ensure that the decisions made during the Management Review will be implemented. Finally, it establishes the records that will be kept as a result of the Management Review.

2. Scope

This procedure applies only to the DAIB Process Verified Program.

3. Management Review Procedure

- 3.1 The Management Review Team will include the Deputy Administrator of FGIS, who will chair the Management Review. Other team members include the FMD Director, the DIAB Chief, and the PV Program Manager.
- 3.2 Management Reviews will be held annually to ensure continuing suitability and effectiveness in satisfying the quality management system requirements and the quality policy and objectives.
- 3.3 The scope of the Management Review will include the following:
 - 3.3.1 Assessment of follow up activities from previous Management Reviews
 - 3.3.2 Internal audits
 - 3.3.3 Personnel Evaluations
 - 3.3.4 Customer Complaints
 - 3.3.5 Ideas or suggestions from inspectors or stakeholders
 - 3.3.6 Other topics that may affect the continuous improvement of the DIAB accreditation program

4. Follow up activities

The Management Team Chair will take or delegate responsibility for enacting changes identified in the Management Review.

Nonconformances will be addressed by the responsible area, and corrective/preventive actions will be taken to rectify them within a specified timeframe. These activities will be reported to the Team Chair or delegate, as applicable. A reassessment of the area in which the nonconformance was noted will be undertaken and the corrective/preventive actions will be evaluated. Nonconformance will be cleared only after a demonstration that the corrective/preventive actions are effective.

Other activities identified for change during the Management Review will be taken up by the Team Chair or delegated to the appropriate responsible party. Updates on the progress of these activities will be reported to the Management Team within a predetermined timeframe.

5. Recordkeeping for Management Review

- 5.1 Minutes of the Management Review and any subsequent meetings
- 5.2 Corrective/preventive actions and their review
- 5.3 Other activities undertaken as a result of the management review and subsequent follow up activities and verifications

Approved by _____
John R. Sharpe

Date _____